

September 13, 2023
Board of Directors
Interested Parties

NOTICE OF PUBLIC MEETING

In accordance with Oregon State Public Meeting Law
Please be advised of the subject meeting:

OREGON UTILITY NOTIFICATION CENTER BOARD OF DIRECTORS MEETING

www.digsafelyoregon.com

September 21, 2023
Eagle Crest Resort – Conference Center
1522 Cline Falls Rd.
Redmond, Oregon 97756

Join Zoom Meeting

<https://us06web.zoom.us/j/89844966252?pwd=OWc5RmZQeDhRYIR2dmNid3diUDNzdz09>

Meeting ID: 898 4496 6252 Passcode: 987871

Dial:2532050468, 89844966252#, *987871# US

Anyone wishing to give testimony to the board must first sign-in on the Testimony Register prior to the beginning of the meeting. Those registered to testify will be recognized in the order in which they signed up, and each individual will be given five minutes to speak on the record. Each speaker shall submit written testimony that accompanies the verbal statement(s), prior to addressing the Board. Those presenting a formal proposal must complete a Concept Submission Form, available on the OUNC website or by request of OUNC staff:
[LINK TO Concept Submission Form](#)

No more than 45 minutes in total will be allowed for all open testimony. If time runs short, written testimony shall be submitted in lieu of a verbal statement. Special exceptions to these criteria can be allowed at the discretion of the Board Chairperson. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kitty O'Keefe at 503-781-6988 or kitty@digsafelyoregon.com.

Please note that the OUNC records board meetings as a backup for meeting minutes.

Lee Tumminello
OUNC Board Secretary

Lee Tumminello

Enclosures

cc: Scott Gallegos, One Call Concepts General Manager

Conflict of Interest: Oregon Government Ethics law defines actual conflict of interest [ORS 244.020(1)] and potential conflict of interest [ORS 244.020(13)]. In brief, a public official is met with a conflict of interest when participating in official action which could result in a financial benefit or detriment to the public official, a relative of the public official or a business with which either are associated.

OUNC Board members must announce publicly the nature of a conflict of interest during the meeting. If it is a potential conflict of interest, they may continue to participate in the discussion, debate or vote on the matter. If it is an actual conflict of interest, they must refrain from participating in any discussion, debate or vote on the matter per ORS 244.120(2). If their vote is necessary to take action, that member may cast a vote without participating in discussion or debate on the issue.

OREGON UTILITY NOTIFICATION CENTER BOARD OF DIRECTORS MEETING

CHAIR: Melanie Lewis

DATE: Thursday, September 21, 2023

TIME: 9:00 a.m. - CALL TO ORDER

Location:

Eagle Crest Resort – Conference Center

1522 Cline Falls Rd.

Redmond, Oregon 97756

Join Zoom Meeting

<https://us06web.zoom.us/j/89844966252?pwd=OWc5RmZQeDhRYIR2dmNid3diUDNzdz09>

Meeting ID: 898 4496 6252 Passcode: 987871

Dial:2532050468, 89844966252#, *987871# US

AGENDA

OUNC Business Meeting – record meeting

#1 OUNC Board of Directors Chair

- Call to order
- Roll call of all present, confirmation of quorum and simple majority
- Today's meeting logistics and safety briefing
- Announce visitor registration and testimony sheets
- Safety Moment – Paul Schmidt
- Review, amend and approve the previous quarter Board meeting minutes.

#2 Open testimony when called upon by Board Chair

- Open testimony – 5 minutes each

#3 OUNC Billing & Aging

(Scott Gallegos, One Call Concepts)

- Past Due Accounts
- Revenue vs. costs
- Update on back billing, communications with subscribers
- Discussion Items:
 - Write offs

#4 OUNC Operations Report

(Scott Gallegos, One Call Concepts)

- Operations statistics
- Call Center issues
- Follow up items from June OUNC Board Meeting:
 - Positive Response Follow Up Report from One Call Concepts

#5 Treasurer's Report – Alba Vogland

- Review, Amend, and/or approve changes to previous reports – A motion will be needed to approve the report

- **PROPOSED MOTION:** "I move to approve the Treasurer's Report as presented"
- Discussion Items:
 - Employee pay/benefits considerations (classification/retroactivity, PTO policy, PERS)
 - LGIP involvement

#6 OUNC Board of Directors Officers Report

- Chairperson – Melanie Lewis
 - New concept submission form
 - **Public Meeting Law**
 - Monthly Calls? (optional)
 - OUNC Board Survey Progress Report
- Vice Chairperson – Jaimie Lemke
- Treasurer – Alba Vogland
- Secretary – Lee Tumminello
- PUC Representative – Kevin Hennessy
 - Overview of damage prevention inspection, investigation, enforcement report

#7 OUNC Staff Report – Josh Thomas & Kitty O'Keefe

- Executive Director Updates
 - Issues/legal
 - Administrative, calendar
 - Increase communication stipend request
 - Legislative recap

#8 Executive Session Scheduled in accordance with ORS 192.660, if needed.

OUNC BOARD OF DIRECTORS STANDING COMMITTEE REPORTS

#1 OREGON ADMINISTRATIVE RULES (OARs): JESSICA EPLEY - CHAIR

Members:	Melanie Lewis	Micah Brown	Mitch Burghlea
	Scott Crosby	Jaimie Lemke	Kevin Hennessy
	Lee Tumminello	Alba Vogland	Andy Crocker
	*Josh Thomas	*Kitty O'Keefe	*Jeff Cox
	*Kim Boyd	*Larry Melzer	*Jim Walton

- a. General Report
- b. Initiation of Rule Making Process

#2 PUBLICITY COMMITTEE: SCOTT CROSBY – CHAIR

(Merchandise, Sponsorships, Advertising/Media & Website)

Members:	Melanie Lewis	Jaimie Lemke	Mitch Burghlea
	Connor Toney	Alba Vogland	Megan Moore
	*Josh Thomas	*Kitty O'Keefe	
	*Konstantin Chumachenko		

- a. General Report
- b. Alpha Media and Royle Media Performance Reporting
- c. Recap on National 811 Day

ACTIVE AD HOC COMMITTEE REPORTS

#1 BUDGET, AUDIT AND TARIFF COMMITTEE: ALBA VOGLAND – CHAIR

Members: Melanie Lewis Micah Brown Nate Rivera
Alba Vogland Lee Tumminello
*Kitty O’Keefe *Josh Thomas

- a. General Report
- b. Discussion Items:
 - Initiation of budget planning for 2024
 - Plan for refilling reserves to meet minimum threshold
 - Financial review in 2023/4? Scheduling review/audits
 - Removal of finance charges for One Call Concepts

#2 TRAINING AND EDUCATION: MITCH BURGHELEA - CHAIR

(Locator Training & Excavator Training)

Members: Melanie Lewis Micah Brown Connor Toney
Scott Crosby Paul Schmidt Kevin Hennessy
Alba Vogland Megan Moore
*Kitty O’Keefe *Josh Thomas

- a. General Report
- b. Excavator Training Classes -September 21 (Redmond), December 14 (Salem)
- c. Locator Training Classes – In-person: November 7, 8 (Wilsonville)
- d. YouTube tutorials update

#3 POLICY AND PROCEDURES COMMITTEE: JESSICA EPLEY – CHAIR

Members: Melanie Lewis Micah Brown Johnny Sapp
Alba Vogland Kevin Hennessy
*Kitty O’Keefe *Josh Thomas

- a. General Report
- b. Quorum/simple majority issue summary, clarification
- c. Referring proposed policy
 - Out of State member
 - Disposition of property
 - Paid time off
 - Committee referrals initiation of business

#4 NOTIFICATION BOUNDARIES COMMITTEE: KEVIN HENNESSY – CHAIR

Members: Melanie Lewis Micah Brown Mitch Burghelea
Andy Crocker Lee Tumminello *Josh Thomas
*Kitty O’Keefe

- a. General Report

#5 DATA AND RESEARCH COMMITTEE: CHAIR – LEE TUMMINELLO

Members: Melanie Lewis Dale Bromaghin Connor Toney
*Josh Thomas *Kitty O’Keefe

- a. General Report
- b. New DIRT Report Data

___ * = non-voting member "

OREGON UTILITIES COORDINATING COUNCIL REPORT: SCOTT GALLEGOS/ALBA
VOGLAND

- Report on OUCC finances, priorities, and accomplishments

NATIONAL INDUSTRY NEWS: NULCA, CGA, OPEN DISCUSSION

- UG2023

OLD BUSINESS:

- a. Strategic Plan Final
- b. Board Recruitment Status
 - Telecommunications Cooperatives (seat 1) –Oregon
Telecommunications Association
 - Railroads (seat 2)
 - Oregon Department of Transportation (seat 8)
 - Oregon Utilities Coordinating Council (seat 19)
 - Cities with a population under 25,000 (seat 20) – League of
Oregon Cities
 - National Utility Locating Association (seat 22)
 - Reappointments pending for Melanie Lewis, Connor Toney,
Kevin Hennessy in 2023
- c. Action Items

NEW BUSINESS:

- 2024 BOD officer nominations – reminder for elections and
committees.
- 2024 meeting locations

FOR THE GOOD OF THE ORDER:

The OUNC Board of Directors has transitioned from monthly to quarterly meetings.

The next scheduled meeting will be:

Thursday, December 14, 2023
The Grand Hotel, Salem - Oregon
(Zoom link to be scheduled closer to meeting date)

*Breaks will be taken frequently throughout the meeting

**A light continental breakfast and lunch will be provided for board members and registered attendees.